

INTERAGENCY COMMITTEE ON AUTOMATIC DATA PROCESSING

April 1, 1980

MEMORANDUM FOR: IAC/ADP Members

FROM: Robert E. Greeves - *RE Greeves*
Vice Chairman, IAC/ADP

SUBJECT: Annual Awards Program

IAC's Annual Awards Program recognizes Government employees who have made significant contributions in the field of information technology. This year's awards will be presented by Frank J. Carr, Commissioner of Automated Data and Telecommunications Service, General Services Administration, as honorary chairman of the awards committee. Awards will be presented at the annual luncheon, June 10, 1980, to be held at the Officer's Club, Bolling Air Force Base. A press release will be prepared to publicize the individuals receiving awards.

The following personnel will serve on this years awards committee:

Robert E. Greeves, Dept. of Energy, Chairman
David R. Skeen, President, Federal ADP User Group (FADPUG)
Thomas P. Giammo, Technical Director, FEDSIM
Dwight Adams, Air Force

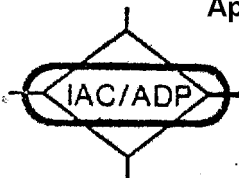
Nominations should be submitted by May 13, 1980, to Glenna Hogan, GSA/ADTS, Room 2239, 18th and F Streets, NW, Washington, DC 20405. Nominations should follow the format outlined in the attachment, and may be submitted by any principal, alternate or associate member of the Interagency Committee on Automatic Data Processing, or any Government official having management responsibility for oversight of information technology functions.

Suggested areas of consideration include:

1. Specific accomplishments as a senior manager in policy, planning, management, or utilization of information technology resources.
2. Specific accomplishments resulting in the improved delivery of Government services through use of information technology.
3. Specific accomplishments in meeting Federal program objectives through innovative and cost-effective use of information technology.

4. Specific accomplishments resulting in significant cost savings to the Federal Government through use of information technology.
5. Specific accomplishments resulting in innovative advancements in the state-of-the-art of information technology application.
6. General accomplishment over the long term (at least 10 years in the field of information technology).

I will be happy to answer any questions you may have concerning the preparation of a nomination for an award. I can be contacted on (301) 353-3307.



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NOMINATION FORMAT FOR 1980 ANNUAL AWARDS

1. Name of individual(s) nominated.
2. Nominee's specific organization and telephone number.
3. Name, title, and telephone number of nominee's immediate superior.
4. Description of accomplishments (e.g. what was achieved, why was it undertaken, what were the objectives, for whom was it done, where was it done, what was the nominee's specific role, etc.).
5. Significance of the accomplishment (e.g. scope, community affected, impact, long-range implications, why was it difficult to accomplish, etc.).
6. Benefits resulting from the accomplishment (quantitative benefits where possible).
7. Name, organization, and telephone number of individual submitting the nomination.